

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> ASSISTANT AIRPORT MAINTENANCE		<b>Date:</b> 10/8/02
<b>Position Level:</b> 6	<b>FLSA Status:</b> Nonexempt	6-5

### GENERAL DESCRIPTION

Primary function is to maintain the grounds and exterior perimeter of the Airport and assist in repairing and maintaining property.

### KEY RESPONSIBILITIES

1. \*Cuts grass and maintains landscaping on the air and land sides of the airport.
2. \*Properly trains trustees in proper use and maintenance of equipment.
3. \*Picks up debris around Airport grounds.
4. \*Maintains Roadway and Taxi areas.
5. Coordinates work with Trustees.
6. \*Assists trustees in completing tasks.
7. Check and maintain tools periodically in order to ensure proper operation and safety.
8. \*Paints buildings and facilities as necessary.
9. Assists in repairing and maintaining Airport property.

\* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> ASST, AIRPORT MAINTENANCE	<b>Position Level:</b> 6
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On Call 24 hours a day to respond to emergencies at the Airport.
<i>Other:</i>	Florida Driver's License Class D.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_